

[University Letterhead]

[Date]

[Student's Name]

[Student's Address]

[City, State, Zip Code]

Dear [Student's Name],

Congratulations! We are pleased to inform you that you have been awarded financial aid for the [academic year/semester]. Your financial aid package includes the following components:

1. **Federal Pell Grant**: \$[Amount]
2. **State Grant**: \$[Amount]
3. **Institutional Scholarship**: \$[Amount]
4. **Federal Student Loan**: \$[Amount]

Total Financial Aid Package: \$[Total Amount]

This financial aid will be applied to your tuition and fees for the upcoming academic year. Please review the enclosed information regarding your aid and any required actions on your part to accept this offer. To maintain your eligibility for financial aid, please ensure you meet the following requirements:

- [Requirement 1]
- [Requirement 2]
- [Requirement 3]

If you have any questions or need further assistance, feel free to contact the Financial Aid Office at [Phone Number] or [Email].

We look forward to welcoming you to [University Name] this fall!

Sincerely,

[Your Name]

[Your Title]

[Office of Financial Aid]

[University Name]

[University Address]

[City, State, Zip Code]